



Procedure

Procedure Number: SNS-QA-P03

Date: 22 February 2000

Revision: 0

Title: Procedure for Acceptance Criteria Listings

Copies: This document is available on the [SNS web site](#). If you are working with a copy, you should periodically verify that it is the current revision number.

Purpose

To define the process and rules for generating, approving, and using acceptance criteria listings (ACLs) for SNS. It implements parts of the SNS Quality Assurance Plan, SNS-QA-P01; Criterion 3, Quality Improvement; and Criterion 5, Work Processes, "Acceptance Planning."

Scope

Items of hardware, software, or service that have requirements other than catalog items or standard commercial practices (Quality Levels 1 and 2 as defined in SNS-QA-P01).

Responsibilities

- Task leader or other appropriate management designates the originator who will prepare an ACL when applicable.
- Originator and appropriate quality assurance representative (QAR) sign the ACL as a plan, before the ACL-covered work is done.
- Verifier: The person responsible for the verification results or for evaluation of the results, initials or stamps the ACL to indicate completion and lists the inspection discrepancy report or nonconformance report, if one was generated.
- The QAR begins the ACL record in the ACL database at the time requirements are approved and updates it upon completion of the verifications.

Process Flow

See Appendix A.

Records

The ACL is a record, to be kept in accordance with the SNS Records Plan. Appendix A may also be signed and dated as a record that this procedure was followed for a particular ACL.

References

[SNS-QA-P01, SNS Quality Assurance Plan](#)

Appendices

- A. Acceptance Criteria Listing (ACL) Development and Use
- B. Acceptance Criteria Listing Form
- C. Acceptance Criteria Listing Continuation Sheet
- D. Acceptance Criteria Listing Form Instruction Sheet
- E. Inspection Discrepancy Report Form
- F. Inspection Discrepancy Report Continuation Sheet

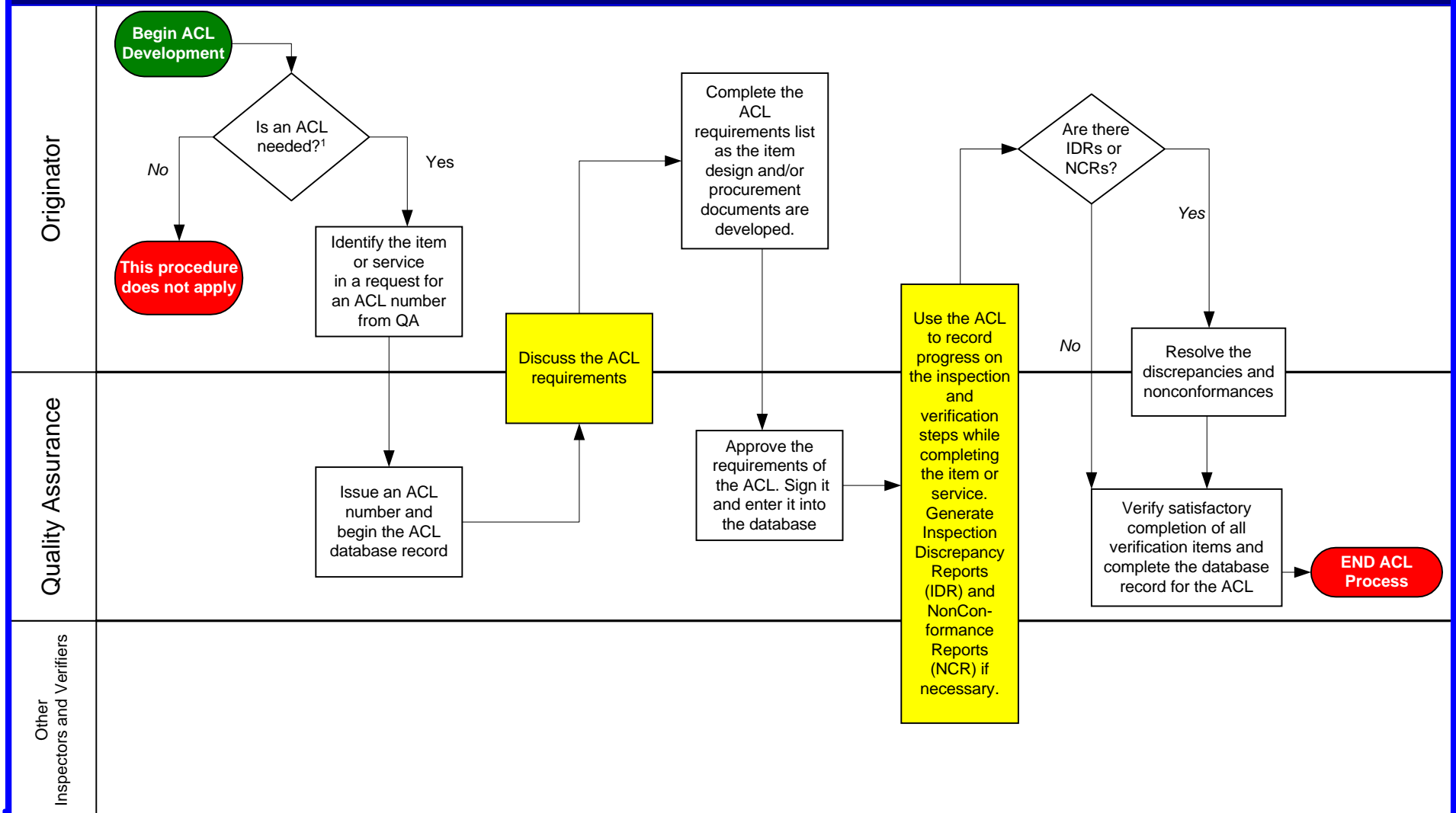
Approved by:

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SNS Quality Assurance Manager

Appendix A

Acceptance Criteria Listing (ACL) Development and Use



¹ An ACL is needed where particular requirements are imposed on, or by, the designer or other project personnel (Quality Levels 1 and 2)

An ACL is not needed for procuring a manufacturer's catalog item, or commercial service not tailored to SNS work (Quality Level 3)

Record of Use (Optional)

This procedure was used to produce the following:

Document or Item ID

Signature

Date

Number _____

☐ ANL ☐ BNL ☐ LANL ☐ LBNL ☐ ORNL ☐ OTH.

Group _____

Quantity _____

Part Number _____

Additional
Remarks

[illegible]

ACCEPTANCE CRITERIA LISTING (Continuation Sheet)

Page ____ of ____

Number _____

[illegible]

ACCEPTANCE CRITERIA LISTING

Page 1 of 1

Number 2

Originator:

Name

E-mail

Phone

Part Name

Part Number

Additional Remarks

Locations:

☐ ANL

☐ BNL

☐ LANL

☐ LBNL

☐ ORNL

☐ OTH.

Group

Quantity

SNS

SPALLATION NEUTRON SOURCE

Spallation Neutron Source

Acceptance Criteria Listing

Instruction Sheet

1. List the number of pages in the ACL
2. Use a unique numbering system (database compatible)
3. List the name of the person originating the ACL
4. Check the appropriate SNS facility
5. List the e-mail address of the originator
6. State the group (typically this is the WBS level 3 title description)
7. List the originator's phone number
8. Declare the number of items or parts covered by the ACL
9. List the part(s) name
10. List the part drawing number, model number, serial number, etc.
11. List any additional applicable information (Specification numbers associated with the work, inspection-sampling instructions, handling concerns, safety considerations, etc.)
12. Identify each item or attribute with a number (1,2,3...)
13. Write a short, concise description of the test or verification processes
(Examples: Perform dimensional inspection
Conduct helium leak tests
Visually inspect for cleanliness
Conduct tests as per spec. # XXXXXXXXX
Review and accept vendor-supplied certificates
Review and accept test data
14. Location or area designated to perform test or verification
15. Signature or stamp of tester or inspector. Note: Inspector can be different than the originator. Include Inspection Discrepancy Report (IDR) number, if applicable.
16. Date the test or verification was completed
17. ACL originator's signature, (signed before starting the work)
18. Local quality assurance representative's signature, (approved before starting work or requisition)
19. Page 2 continuation sheet, if needed ("Number" at top must include the unique ACL identification number noted on page 1)

Verification or Testing Requirements

ITEM NO	CHARACTERISTIC OR TEST TO BE CONDUCTED OR WITNESSED	VERIFYING ENTITY	NAME OR STAMP OF INSPECTOR IDR NO.	DATE INSPECTED
12	13	14	15	16

REQUIREMENTS APPROVAL: 17

REQUIREMENTS APPROVAL: 18

Line or Project Rep. Date QA Rep. Date

Use continuation sheet if needed
QA rep. enters completion data into ACL database

ACCEPTANCE CRITERIA LISTING

(Continuation Sheet)

Page of 19

Number

VERIFICATION OR TESTING REQUIREMENTS

ITEM NO.	CHARACTERISTIC OR TEST TO BE CONDUCTED OR WITNESSED	VERIFYING ENTITY	NAME OR STAMP OF INSPECTOR IDR NO.	DATE INSPECTED

Page 1 of ____

IDR Number: D _____

(Use the ACL number and item number if applicable)

Reported by:

Name _____

Locations:☐ ANL ☐ BNL ☐ LANL ☐ LBNL ☐ ORNL ☐ OTH.

Quantity _____

Part Name _____

Part Number _____

Additional
Remarks _____

_____**DISCREPANCIES FROM VERIFICATION OR TESTING REQUIREMENTS**

DIS. NO.	DISCREPANCY	ACTION TAKEN	BY	DATE

APPROVAL _____

INSPECTION DISCREPANCY REPORT
(Continuation Sheet)

Page ____ of ____

IDR Number: D_____

DISCREPANCIES FROM VERIFICATION OR TESTING REQUIREMENTS				
DIS. NO.	DISCREPANCY	ACTION TAKEN	BY	DATE